



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: # 17-6

Effective Date: October 1, 2016

Issuance Date: September 8, 2016

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISOR AND ELIGIBILITY STAFF**

FROM: TRACEY C. PALIATH, EXECUTIVE DIRECTOR

**RE: FOOD SUPPLEMENT PROGRAM (FSP) MASS CHANGES
OCTOBER 2016**

PROGRAM AFFECTED: FOOD SUPPLEMENT PROGRAM

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY

Each August, the United States Department of Agriculture (USDA) publishes the updated standards for income and deductions for the next federal fiscal year (FFY). Only two deductions will change in FFY17. Effective October 1, 2016, standard deductions for households of one to three and excess shelter deductions for the Food Supplement Program (FSP) will increase.

The standard deductions for households of one to three increased slightly to **\$157**. The standard deductions for households of four remains at \$168 for a household of four, \$197 for a household of five and \$226 for households of six or larger. The new FSP excess shelter deduction increased slightly to **\$517**. CARES will automatically generate customer notices for increases at the time of the mass change in September 2016.

This Action Transmittal (AT) replaces AT 16-06.

ACTION REQUIRED

Attached are the updated income and standard deduction FSP manual pages reflecting the new standards effective October 1, 2016.

Reminder: The homeless shelter deduction remains at \$143. Households in which all members are homeless, but who do not receive free shelter, qualify for the standard homeless shelter deduction of \$143.

Use actual shelter expenses, rather than the homeless shelter deduction, if the actual shelter costs result in an excess shelter deduction that is higher than the \$143 homeless deduction.

Food supplement benefit recoupment amounts do not require action by case managers. The only exceptions are recoupment cases when the payment plan source is grant reduction (GR) or court order (CO). CARES generates a report identifying these cases. Case managers must then manually update those identified cases.

PAYMENT ACCURACY

The changes in income and standard deduction for FSP benefits will not affect payment accuracy.

INQUIRIES: Please direct FSP policy questions to Vera Lynch at 410-767-7953 or vera.lynch@maryland.gov and CARES questions to Maryann Maher at 410-238-1363 or maryann.maher1@maryland.gov.

Attachments: Revised FSP Manual Section 600, pages 1 and 2

cc: DHR Executive Staff
Constituent Services
DHR Help Desk
FIA Management Staff

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL	
STANDARDS FOR INCOME AND DEDUCTIONS	Section 600	Page 1

600.1 STANDARDS FOR ELIGIBILITY AND MAXIMUM ALLOTMENTS

- A. The standards for the following appear in Section 600, page 2.
1. Column A - Maximum Gross Monthly Income Standards (130% of poverty)
 2. Column B - Maximum Net Monthly Income Standards (100% of poverty)
 3. Column C - Maximum Gross Income Standard for Elderly and Disabled Separate Household (165% of poverty)
 4. Column D - Thrifty Food Plan/Maximum Allotment
- B. Standards 1, 2, and 3 are used to determine household eligibility and not for computing allotments.

600.2 FORMULA CALCULATION

- A. Multiply the household's net monthly income by 30%.
- B. Round the product up to the next whole dollar if any cents result.
- C. Subtract the product from the maximum allotment amount for the household size found in Column D, Section 600.

NOTE: In an initial month, if the allotment is less than \$10, no benefit is issued. Except in an initial month, all eligible one and two person households must be issued the minimum allotment of \$16.

600.3 DEDUCTION STANDARDS

Standard Deduction	
Household size up to and including 3 people-----	\$157
Household of 4-----	\$168
Household size of 5-----	\$197
Household size of 6 or more-----	\$226
Excess Shelter Deduction-----up to	\$517
Homeless Household Shelter Allowance-----	\$143
Standard Utility Allowance (SUA)-----	\$406
Limited Utility Allowance (LUA)-----	\$246
Telephone Standard-----	\$40

* The excess shelter deduction does not apply to households with an aged or disabled member. These households receive an uncapped shelter deduction.

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600.4 Determining the Food Supplement Program Allotment

A. Determine a household's monthly food supplement allotment by using the Basis of Issuance Tables:

1. Calculate the household's net monthly income.
2. Compare the household's net monthly income to the maximum net monthly income standard, Column B below. Households that are not categorically eligible for food supplements will have net monthly incomes that are lower than or equal to the amounts shown in Column B.
3. Find the allotment by reading in the Basis of Issuance Tables, down to the appropriate income and across to the appropriate household size.

NOTE: A household that is categorically eligible is entitled to any allotment shown in the appropriate column on the tables. Persons in household sizes of one or two and categorically eligible are eligible for a benefit of **\$16**, even if the tables do not show a benefit amount at their net income levels.

	Col. A	Col. B	Col. C	Col. D
Household Size	Maximum Gross Monthly Income* 130% of Poverty	Maximum Net Monthly Income* 100% of Poverty	Monthly Income Elderly/Disabled Separate Household* 165% of Poverty	Maximum Allotment
1	\$1276	\$ 981	\$1619	\$194
2	1726	1328	2191	357
3	2177	1675	2763	511
4	2628	2021	3335	649
5	3078	2368	3907	771
6	3529	2715	4479	925
7	3980	3061	5051	1022
8	4430	3408	5623	1169
Each Additional Member	+451	+347	+572	+146

* Maximum gross and net monthly income figures are not used for computing the food supplement allotment. They are included as a reference for determining the household's eligibility.